



JOB POSTING
September 27, 2016

Position: Accountant II-Sisters of the Congregation of St. Joseph

Department: Finance

Status: Full-Time (32-40 hours weekly); 5 days per week

Reports to: Chief Financial Officer

Essential Functions:

1. Monitor and provide direction in relation to Sister finances and monetary needs, including but not limited to: central banking functions, SSA, Medicare and Medicaid enrollment, corporate credit card oversight and other Sister related finance functions.
2. Cash receipts function.
3. Assist with other projects or staff positions as needed and requested.

Required Qualifications:

- Bachelor's degree in accounting, finance, or business administration or demonstrated successful experience as finance/accounting professional.
- At least 3 years of professional work experience in accounting field, preferably in a mid-sized or larger organization.
- Prior experience working with accounting software (MIP preferred).
- Intermediate Excel and Word proficiency.
- Strong experience with MS Office including spreadsheet, word processing, and database application in a work environment. Should be able to build new multi-sheet files utilizing moderate complex functions.
- Ability to work with others and independently and to meet set timelines and due dates.
- Ability to maintain strict confidentiality of information obtained during performance of job.
- Ability to communicate effectively with department managers, staff managers, Sisters and external contacts.

Knowledge, Skills and Abilities:

- Must possess a willingness to learn and ability to appreciate the CSJ mission and Charism, including an understanding of religious life, faith beliefs and spiritual practices supportive to the life of religious women.

- Willingness to understand, incorporate and support the Generous Promises of the Congregation of St. Joseph and the CSJ mission and Charism.
- Must possess the ability to work collaboratively with various personality profiles.
- Motivated self-starter with ability to work independently; persistent.
- Ability to multi-task and balance multiple projects within Congregational timeframes.

To be considered for this position, please submit resume (in PDF or MS Word format) to eeasterday@csjoseph.org